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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR JANUARY 1968

1. ACCESSIONING

During January the A&RC accessioned 2000 cu. ft. of records, which included: 890 cu. ft. inactive records, 852 cu. ft. Supplemental Distribution, 128 cu. ft. Vital Records, and 130 cu. ft. Archives.

2. REFERENCE

Requests were serviced for 9,571 items. It was necessary to make 3 "special deliveries" of urgently needed documents, one for Security, one for DDP/WH and one for CRS.

3. DISPOSITION

Disposition action was taken on 1,670 cu. ft., 416 cu. ft. were destroyed at the Center and 1,254 cu. ft. were transferred.

4. ARCHIVES

During January 4,044 documents were processed into the Agency Archives requiring 130 cu. ft. of storage space.

5. [REDACTED]

ILLEGIB

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All of the NIS elements have been moved to the [REDACTED] Mail service was established between the Headquarters building and the [REDACTED] on 2 January 1968. [REDACTED] reported PSC [REDACTED] on 2 January 1968. To date 9,481 cu. ft. have been moved from [REDACTED]

6. TOTAL HOLDINGS

The January net increase of 330 cu. ft. increased the total holdings to 101,988 cu. ft.

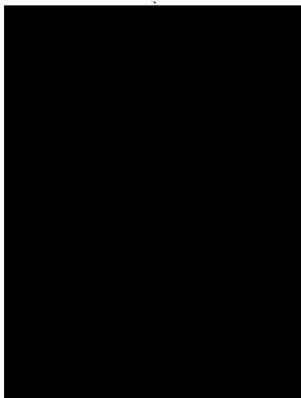
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7. VISITORS ²³

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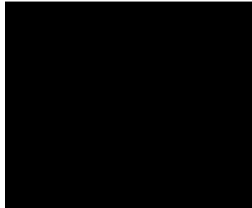
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OS HISTORY WRITER
 [REDACTED] HISTORY WRITER
 MOSLER CO. (Install Alarm)



MOSLER CO.

OTR

OP

RID

OTR

OBTI

CRS

RAB

OP

FMSAC

CRS

7 days

21 days

17 days

19 days

13 days

3 days

16 days

1 day

15 days

2 days

Review Records

Work on

Archives

Deliver VR ✓

Research

Records

Research

Records

Briefing & Tour

& Gaz. Cards

Work on VR ✓

Inventory

Foreign Gifts

Search Records

Work on

Archives

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8. GENERAL

a. The TOP SECRET Archives in CRS have been abolished and the TOP SECRET and other documents held and serviced by CTSC have been retired to the Archives and Records Center. To date the A&RC has received 40 cu. ft. of Supplemental Distribution, 94 cu. ft. of Inactive Records and 36 cu. ft. of Archival documents.

b. The Vital Record TOP SECRET maps were removed from the Emergency Map Library and returned to Headquarters by OBTI personnel.

c. The NIS halftone negatives formally held at the A&RC as Vital Records have been taken out of the Vital Records category and moved to [REDACTED] as Supplemental Distribution. This change was approved by the OBTI Records Officer and by [REDACTED]

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d. Installation of the new alarm system has been completed, however, it has not been put into service due to the delay in obtaining the necessary telephone lines between the A&RC and the Guard Office.

e. Chief A&RC has been meeting with [REDACTED] Office of Finance, and [REDACTED] Audit Staff, to discuss procedures to retire, identify and destroy financial records now that the Comptroller General has approved CIA records being audited by CIA auditors.

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